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DDTR

18 February 1966

C/LTS/TR

**Briefing Information on Implementation of Agency
Language Policy**

I. PROFICIENCY TESTING

In September 1965 the Office of Personnel set up a method for the systematic language proficiency testing of personnel entering on duty with the Agency. Thus the testing of EOD's with claimed foreign language proficiency was made an integral part of EOD in processing. LTS began testing EOD's early in October 1965 and through February 1966 has tested 159 employees entering upon duty in 13 different languages. The most frequently tested languages were: French 48, Spanish 41, Russian 23, and German 21. All 159 EOD's took written tests, but only 88 took the oral tests. An additional sixty-two EOD's who took the written tests had also claimed oral proficiency in their applications, but disclaimed when asked to take oral tests.

The EOD proficiency testing is functioning very smoothly and an estimated 90 to 95% of all EOD's with claimed proficiencies are being tested during the processing period. The small group of remaining EOD's are scheduled for tests at later dates.

Intensive oral language proficiency testing was resumed on 8 February 1966. We anticipate that this intensive testing drive will continue through Calendar Year 1966. Testing is being conducted in the Language Laboratory at Headquarters four days a week during the morning hours, with two panels testing simultaneously. At this rate we will be testing 72 employees weekly and will conduct over 3000 tests during 1966. This is

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approximately the number of oral tests we estimate will have to be given to complete the job at Headquarters. Although it is difficult to estimate the number of oral tests to be given the figure cited is based on the high disclaimer rate experienced during the intensive testing drive in August and September. This testing pace can be stepped up or decreased as required. Early in March, new radically shortened reading tests will be combined with the oral tests. This intensive testing will be conducted concurrently with the regularly scheduled EOD and returnee testing.

Since the intensive testing began on 8 February, a total of 58 persons have been tested in the following languages: Arabic, French, Greek, Italian, Portuguese, Russian and Spanish.

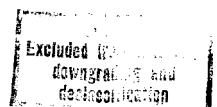
The 17th of February was the first day we were testing to capacity. With the cooperation of the Training Officers concerned we are now scheduling tests through 1 April in the following languages: Arabic, Chinese, Czech, French, German, Greek, Japanese, Polish, Portuguese, Russian, Spanish and Swedish. We will begin scheduling for April early in March.

Although we are getting better cooperation now than in the past, there are still quite a few employees with language proficiencies, who continually refuse to be tested or postpone their tests for a variety of reasons, usually that they are too busy. This is particularly the case with a number of high-ranking Agency officials. It is suggested that the Deputy Directors encourage their division chiefs and other senior personnel to set a good example and cooperate in this testing effort so that OTR can finish the job it has been directed to carry out. LTS will forward reports on a regular basis to operating officials of delinquencies in testing.

II. BUILDUP OF LTS CAPABILITIES

As a result of the current and anticipated increase in LTS activity we have stepped up our recruitment of personnel. During the past 6 months

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we have recruited one full-time contract instructor (Vietnamese) and 9 part-time WAE instructors (French, German, Portuguese and Spanish). Requests for clearances have been submitted for 6 additional WAE instructors (French, Greek, Portuguese, Russian and Spanish). Since the Tutorial Program began in 1960, we have almost exclusively used wives of Agency staff members as tutors and recently as WAE instructors in our regular daytime program. Since 1960 we have recruited almost 200 Agency wives. During the past year we have found that this source of instructor talent is running dry, and we are having to look outside the Agency to an increasing degree for our instructors.

III. REESTABLISHMENT OF LANGUAGE DEVELOPMENT COMMITTEE

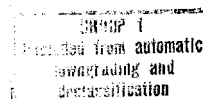
This Committee, to be chaired by the DDTR, should be constituted and convened as soon as possible to consider the following:

a. Revision of [REDACTED] to include the provisions of the language policy paper as approved. LTS is currently preparing a draft which will be completed by _____.

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b. Devising means by which Deputy Directors can report their language requirements, which they are required to do by 1 July 1966. LTS is not in a position to unilaterally suggest a means of accomplishing this, although meaningful compliance with this provision is of the utmost importance to the ultimate success of the policy. We can build up our capabilities some in anticipation of requirements which we know are likely to be forthcoming, but the dimensions of our staffing problem will not emerge completely until we have better guidance than is presently available.

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c. LTS can assist the Committee by researching and preparing an official Agency list of languages, on the order of the one used by State and USIA. On the surface it may not seem necessary to have such a list, but its major usefulness may not be immediately apparent. If Deputy Directors are asked without guidance to state their requirements, there are many important languages which may be omitted for consideration. If, however, they are given a list and asked to state that they have no requirements in a given language, this may give rise to second thoughts.

IV. CT REQUIREMENTS

Attached is a copy of a study by the CT office on the levels of training which will most likely be required to meet policy provisions for training of CT's.

V. RECOMMENDATION #1c.

This recommendation can be expected to generate a large number of requirements of the sort formerly serviced by the Voluntary Language Training Program. We are currently involved in several teaching projects in off-duty hours. Reconstituting the Voluntary Program with standardized classes will be administratively less taxing than any other means of accomplishing this training. LTS is so recommending, hopefully to begin in March.

The above actions and recommendations are things that can and must be done immediately. Other recommendations can be made and other actions taken as we receive more information.

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